DOCUMENT RESUME

ED 424 434 CE 077 418

TITLE	Adult Basic Education Curriculum.
INSTITUTION	Massachusetts Career Development Inst., Springfield.
SPONS AGENCY	Office of Vocational and Adult Education (ED), Washington, DC. National Workplace Literacy Program.
PUB DATE	1998-00-00
NOTE	63p.; For related documents, see CE 077 419-420 and CE 077 431-436.
AVAILABLE FROM	Massachusetts Career Development Institute, 140 Wilbraham Ave., Springfield, MA 01109.
PUB TYPE	Guides - Classroom - Learner (051)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Adult Basic Education; *Adult Literacy; Diacritical Marking; *Dictionaries; Learning Activities; *Literacy Education; *Spelling; *Spelling Instruction

ABSTRACT

This booklet, aimed at adult basic education students, pinpoints and summarizes a few common spelling rules to help make spelling easier, and includes a component on using the dictionary. In the text, each rule is presented with many examples. Exercises follow each spelling rule, allowing students the opportunity to apply the rule to specific words. The following rules are covered: (1) "ie" and "ei" words; (2) doubling the final consonant; (3) final silent "e"; (4) words ending in "y" and "c"; (5) forming plurals; (6) words ending in the "ble" sound; and (7) words that sound and look alike. The spelling section of the booklet also contains a spelling pretest, a posttest, and a checklist. The dictionary component of the booklet explains the different types of information found in the dictionary, such as entry words, guide words, definitions, syllabication, pronunciation, accent marks, abbreviations, people and places, homographs, idioms, prefixes and suffixes, and other information. A dictionary competency test is included. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 424 434

MASSACHUSETTS CAREER DEVELOPMENT INSTITUTE

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ADULT BASIC EDUCATION CURRICULUM

140 Wilbraham Avenue
Springfield, MA 01109
(413) 781-5640 - Phone
(413) 736-2452 - Fax

INTRODUCTION

Spelling correctly is a skill that requires individual study and practice. When learning to spell, students need to concentrate on all the letters that make up a word and see a picture of that word in their minds.

Spelling involves reading, listening, and using the dictionary. A reader usually concentrates on several words at a time to get the meaning of the phrase or sentence. In this case, misspelled words often go unnoticed. Words are also misspelled because they are pronounced incorrectly. The adult learner must listen to the sounds represented by letters or various combination of letters. Knowing how to use the dictionary is another skill vital to becoming a better speller. To strengthen these skills, a workbook titled, An Introduction to the Dictionary, is also included.

Learning to spell words in an organized manner includes the following skills:

1. Pronounce the word correctly.
2. Know its meaning.
3. Use the word correctly in writing and speaking.
4. Know the rules that apply or don't apply to the word.
5. Notice if there is anything unusual about the word.
6. Note the similarity of one word with other words.

There are some general rules that can be applied to words that have similar patterns. The purpose of this booklet is to pinpoint and summarize a few common spelling rules to help make spelling easier. The format of the text is simple. The rule is presented with many examples. Exercises follow each spelling rule, thus allowing the student opportunity to apply the rule to specific words.

SPELLING

TABLE OF CONTENTS

SPELLING PRE-TEST	1
"IE" AND "EI" WORDS	4
DOUBLING THE FINAL CONSONANT	7
FINAL SILENT "E"	11
WORDS ENDING IN "Y" AND "C"	15
FORMING PLURALS	18
WORDS ENDING IN "RY"	22
WORDS ENDING IN "BLE" SOUND	25
WORDS THAT SOUND AND LOOK ALIKE	28
SPELLING POST-TEST	32
SPELLING CHECKLIST	35

SPELLING PRE-TEST

1.

SPELLING PRE-TEST

Three spellings are given for each word. Circle the correct spelling of the word.

1. CIENCE, SCIENCE, SCEINCE
2. PATIENT, PATEINT, PATIANT
3. REGRETED, REGRETTED, REGRRETTED
4. LEAPED, LEAPPED, LIAPPED
5. OUTRUNING, OUTRUNNING, OUTTRUNNING
6. NOTICEABLE, NOTICIBLE, NOTICABLE
7. ICIE, ICY, ICEY
8. PEANOS, PIANOS, PIANNOS
9. CHILDS, CHILDREN, CHILDRENS
10. STATIONERY, STATIONARY, STATIONIRY (writing paper)
11. SENSIBLE, SENSABLE, SENSEBLE
12. MISPELLED, MISSPELLED, MISSPELED
13. NINTY, NINNTY, NINETY
14. VALUABLE, VALUEABLE, VALUEBLE
15. SOCIATY, SOCIOTY, SOCIETY

Spell the following words.

1. WISE + DOM _____
2. FILM + ED _____
3. CANCEL +ATION _____
4. PROGRAM + ING _____
5. EYE + ING _____
6. HOP + ING _____
7. MILE + AGE _____
8. PANIC + Y _____

Unscramble these words.

1. ROUY _____
2. EFLA _____
3. HCIEF _____
4. INGYL _____
5. TERAL _____
6. BEYO _____
7. SSYAE _____
8. OZOS _____
9. TWYIT _____
10. FOLW _____

Circle the correct word in each parenthesis.

1. Bookmarks are placed in (their, they're, there) books.
2. I am looking forward (to, too, two) seeing the movie.
3. (Whose, Who's) book is this?
4. I'll see you (later, latter).
5. The rain went (through, thorough, thought) the roof.
6. Read the first page, (then, than) do the exercise.
7. The (affect, effect) of the fire is unknown at this time.
8. Listen to the (advise, advice) of wise people
9. (Its, It's) true what they say about the book.
10. "I" goes before "E" (except, accept) after "C".

"IE" AND "EI" WORDS

"IE" AND "EI" WORDS

RULE 1	"I" GOES BEFORE "E" EXCEPT AFTER "C".

EXAMPLES: chief, niece, conceit, receive, receipt

RULE 2	"E" GOES BEFORE "I" WHEN "EI" SOUNDS LIKE THE LETTER "A".

EXAMPLES: weigh, neighbor, their, heir

RULE 3	"I" GOES BEFORE "E" AFTER "SH" SOUNDS.

EXAMPLES: shield, patient, species, proficient

RULE 4	WHEN "E" AND "I" ARE SOUNDED SEPARATELY, THE SPELLING IS EASIER.

EXAMPLES: science, aliens, experience

THERE ARE EXCEPTIONS TO THESE RULES.

EXAMPLES: leisure, height, either, weird, seize, foreign

SPELLING EXERCISE

"EI" AND "IE" RULES

Spell the following words correctly by adding "ie" or "ei" in the space provided.

1. interv____w.
2. l____sure
3. th____r
4. anc____nt
5. ____ght
6. forf____t
7. cash____r
8. hyg____ne

CIRCLE THE CORRECT WORD IN THESE PAIRS.

1.	YIELD	YEILD
2.	HIEGHT	HEIGHT
3.	BELIEVE	BELEIVE
4.	NIEGHBOR	NEIGHBOR
5.	SOCIETY	SOCEITY
6.	CHIEF	CHEIF

Circle any misspelled words in the sentences below. Spell the word correctly on the line provided.

1. There are only ieght shopping days left to Christmas. _____
2. The pateint waited three hours in the doctor's office. _____
3. A lot of money was spent on thiere education. _____
4. The modern age is one of sceince and technology _____
5. How much do you wiegh? _____
6. Prince Charles is hier to the throne. _____
7. Most people like to recieve and well as give. _____

11

DOUBLING THE

FINAL CONSONANT

DOUBLING THE FINAL CONSONANT

RULE 1 DOUBLE THE FINAL CONSONANT WHEN:

A. THE WORD IS ONE SYLLABLE... FIT
B. THE WORD ENDS IN A SINGLE CONSONANT...FIT
C. THE WORD IS PRECEDED BY ONE VOWEL OR THE LETTER "Y"... FIT
D. AND WHAT IS ADDED TO THE WORD BEGINS WITH A VOWEL... ED

EXAMPLES

fit + ed = fitted
ship + ed = shipped
hot + est = hottest
rob+ed = robbed
ship + ing = shipping

EXCEPTIONS WORDS ENDING IN "W" OR "X", AND THE WORDS "BUS" AND "GAS'.

RULE 2 DOUBLE THE FINAL CONSONANT IN WORDS OF MORE THAN ONE SYLLABLE WHEN:

A. ACCENT IS ON LAST SYLLABLE... REGRET
B. ENDING IS A SINGLE CONSONANT... REGRET
C. PRECEDED BY ONE VOWEL... REGRET
D. AND WHAT IS ADDED BEGINS WITH A VOWEL... + ED

EXAMPLE

transfer + ing = transferring
occur+ence = occurrence
acquit + ed = acquitted
admit + ing = admitting

RULE 3 THE FINAL CONSONANT IS NOT DOUBLED WHEN:

A. THE ACCENT IS NOT ON THE LAST SYLLABLE...	OFFER
B. THE WORD DOES NOT END IN A SINGLE CONSONANT...	COLD
C. IS NOT PRECEDED BY A SINGLE CONSONANT...	OBTAIN
D. AND WHAT IS ADDED DOES NOT BEGIN WITH A VOWEL.	+ NESS

EXAMPLES differ + ent = different - accent not on last syllable

cancel + ed = canceled - accent is on first syllable

leap + ed = leaped - not one vowel before final consonant

film + ed = filmed - ends in two consonants, not one

defer + ment = deferment - syllable added begins with a consonant, not a vowel

EXCEPTIONS Many words in the dictionary have two acceptable spellings:

travel + ers = travelers or travellers
counsel + or = counselor or counsellor
label + ed = labeled or labelled
program + ing = programming

WHEN IN DOUBT, CHECK THE DICTIONARY

9.

SPELLING EXERCISE

DOUBLING THE FINAL CONSONANT

ONE SYLLABLE WORDS	1. THE WORD ENDS IN A CONSONANT. 2. THE FINAL CONSONANT IS PRECEDED BY A VOWEL. 3. THE SUFFIX ADDED BEGINS WITH A VOWEL.
TWO SYLLABLE WORDS	1. THE ACCENT IS ON THE LAST SYLLABLE. 2. THE LAST SYLLABLE ENDS IN A CONSONANT. 3. THE LAST CONSONANT IS PRECEDED BY A VOWEL. 4. THE SUFFIX ADDED BEGINS WTIH A VOWEL.

Use the rules above when spelling the following words.

1. quiz + ed _____
2. begin + ing _____
3. cheerful + ness _____
4. profit + ing _____
5. mat + ing _____
6. slim + est _____
7. recur + ing _____
8. knit + ed _____
9. tax + able _____
10. calm + ly _____
11. outrun + ing _____
12. wit + y _____
13. enroll + ed _____
14. dismiss + al _____
15. hop + ing _____

FINAL SILENT "E"

FINAL SILENT "E"

RULE 1 DROP THE FINAL "E" BEFORE ADDING A SUFFIX BEGINNING WITH A VOWEL.

EXAMPLES
advise + ing = advising
use + age = usage
desire + ous = desirous

EXCEPTIONS
eye + ing = eyeing
dye + ing = dyeing
shoe + ing = shoeing

RULE 2 DON'T DROP THE FINAL "E" IF THE SUFFIX BEGINS WITH A CONSONANT.

EXAMPLES
awe + some = awesome
nine + ty = ninety
state + ment = statement

RULE 3 DON'T DROP THE "E" FROM WORDS ENDING IN "CE" OR "GE" WHEN ADDING THE SUFFIX "ABLE" AND "OUS".

EXAMPLES
notice + able = noticeable
outrage + ous = outrageous

RULE 4	AVOID TWO "I"S COMING TOGETHER WHEN THE WORD ENDS IN "IE" and the suffix begins with "I". IN THIS CASE, CHANGE "I" TO "Y" AND ADD THE SUFFIX.

EXAMPLES

vie + ing = vying
untie + ing = untying

RULE 5	WHEN "E" IS SILENT, DROP THE "E" BEFORE A SUFFIX BEGINNING WITH A VOWEL OR THE LETTER "Y".

EXAMPLES

sale + able = saleable (salable is acceptable.)
propose + ition = proposition
edge + y = edgy
ice + y = icy

EXCEPTIONS

mile + age = mileage
dye + ing = dyeing
hoe + ing = hoeing

SPELLING EXERCISE

FINAL SILENT "E"

Spell the following words.

1. arrive + al _____
2. mile + age _____
3. bounce + y _____
4. peace + able _____
5. sincere + ly _____
6. advise + ory _____
7. trouble + some _____
8. singe + ing _____
9. wise + dom _____
10. continue + ing _____

In each of the following sentences, one word is spelled incorrectly. Circle that word and spell it correctly on the line provided.

1. My car has a lot of milage.._____
2. The child kept untieing his shoes_____
3. The movie Titanic was awsome._____
4. The cost of the trip was ninty dollars._____
5. The senator wrote the letter to make a statment._____

WORDS ENDING IN "Y" AND "C"

WORDS ENDING IN "Y" AND "C"

RULE1 WORDS ENDING IN "Y" PRECEDED BY A CONSONANT, CHANGE "Y" TO "I" BEFORE A SUFFIX BEGINNING WITH THE LETTER "I"

EXAMPLES
fancy + ful = fanciful
glory + ous = glorious
gray + ish = grayish
accompany + ment = accompaniment
happy + ness = happiness

EXCEPTIONS
shy + ly = shyly
shy + ness = shyness
bounty + ous = bounteous (change "y" to "e" in this case.)

RULE 2 WORDS ENDING IN "C" ADD THE LETTER "K" BEFORE THE SUFFIXES "E", "I", OR "Y" TO KEEP THE HARD SOUND OF THE LETTER "C".

EXAMPLES:
panic + y = panicky
colilc + y = colicky

RULE 3 WORDS ENDING IN "IE", CHANGE TO "Y" BEFORE ADDING "ING"

EXAMPLES
die + ing = dying
lie + ing = lying

RULE 4 WORDS ENDING IN "Y" PRECEDED BY A VOWEL, KEEP THE "Y" BEFORE ADDING THE SUFFIX.

Examples
annoy + ance = annoyance
obey + ed = obeyed

SPELLING EXERCISE

WORDS ENDING IN "Y" AND "C"

Spell the following words.

1. tie + ing _____
2. ordinary + ly _____
3. frolic + ing _____
4. betray + al _____
5. glory + ous _____
6. fly + er _____
7. dry + ness _____
8. academy + ic _____
9. delay + ing _____
10. panic + y _____
11. shellac + ed _____
12. traffic + ing _____
13. country + wide _____
14. bounty + ous _____
15. fancy + ful _____

FORMING PLURALS

FORMING PLURALS

RULE 1 FOR WORDS ENDING IN "Y" PRECEDED BY A VOWEL, ADD "S" TO FORM THE PLURAL.

EXAMPLES: turkey = turkeys key = keys essay = essays

RULE 2 FOR NOUNDS ENDING IN "Y" PRECEDED BY A CONSONANT, CHANGE THE "Y" TO "I" AND ADD "ES".

EXAMPLE: library = libraries industry = industries

RULE 3 FOR NOUNS ENDING IN "SS", "X", "CH", "SH", AND "Z", ADD "ES" TO FORM THE PLURAL.

EXAMPLES: index = indexes church = churches
eyelash = eyelashes glass = glasses

RULE 4 PROPER NOUNS FORM THE PLURAL BY SIMPLY BY ADDING "S" OR "ES".

EXAMPLES: Wednesday = Wednesdays

RULE 5 MOST NOUNS ENDING IN "F", "FE", OR "FF" FORM THE PLURAL BY ADDING "S".

EXAMPLES: chief = chiefs reef = reefs

EXCEPTIONS: IN SOME NOUNS, CHANGE THE :"F" OR "FE" TO "V" AND ADD "ES".

EXAMPLES: life = lives
wife - wives
shelves = shelves
dwarf = dwarves

RULE 6 NOUNS ENDING IN "O" PRECEDED BY A VOWEL GENERALLY ADD "S" TO FORM THE PLURAL.

EXAMPLES: zoo = zoos
radio = radios

RULE 7 FOR NOUNS ENDING IN "O" PRECEDED BY A CONSONANT, ADD "ES" TO FORM THE PLURAL.

EXAMPLES: motto = mottoes
tomato = tomatoes

EXCEPTION: proper nouns, musical terms, foreign sounding names

EXAMPLES: piano = pianos
Eskimo = Eskimos
kimono = kimonos

RULE 8 MANY NOUNS HAVE IRREGULAR PLURALS.

EXAMPLES: ox = oxen
child = children
foot = feet
mouse = mice
woman = women
goose = geese
deer = deer

SPELLING EXERCISE

FORMING PLURALS

Write the plural of the following words.

1. child _____
2. desk _____
3. index _____
4. attorney _____
5. family _____
6. chief _____
7. bush _____
8. dictionary _____
9. wife _____
10. hero _____
11. tomato _____
12. secretary _____
13. wolf _____
14. leaf _____
15. staff _____
16. key _____
17. woman _____
18. Saturday _____
19. radio _____
20. annex _____

WORDS ENDING IN "RY"

WORDS ENDING IN "RY"

RULE 1 IF THE ROOT WORD ENDS IN "E" OR "ER", THE ENDING WILL BE "ERY". IF NOT, THE SPELLING IS "ARY".

EXAMPLES: machine = machinery
discover = discovery

RULE 2 WORDS ENDING IN "ORY" HAVE A CLEAR "OR" SOUND AND OFTEN FOLLOW A "T" OR AN "S" SOUND.

EXMPLES: factory, advisory, inventory

RULE 3 ENDINGS WITH "URY" ARE FEW.

EXAMPLES: bury, treasury, luxury, injury

SPELLING EXERCISE

WORDS ENDING IN "RY"

Add "ary", "ery", or "ory" to the following words.

1. diction _____
2. Febru _____
3. invent _____
4. lux _____
5. cent _____
6. direct _____
7. sal _____
8. subsidi _____
9. necess _____
10. territ _____
11. libr _____
12. laborat _____
13. itiner _____
14. advis _____
15. tempor _____

WORDS ENDING WITH THE

"BLE" SOUND

WORDS ENDING IN "BLE" SOUND

RULE 1 WORDS ENDING WITH THE "BLE" SOUND, ADD "ABLE" IF THE ROOT IS A FULL ENGLISH WORD.

EXAMPLE: pay = payable
correct = correctable

RULE 2 "IBLE" IS USUALLY ADDED IF THE ROOT IS NOT A FULL ENGLISH WORD.

EXAMPLES: aud + ible = audible
inadmiss + ible = inadmissible

RULE 3 CAREFUL PRONUNCIATION DETERMINES THE CORRECT SPELLING OF EXCEPTIONS.

EXCEPTIONS:

responsible	sensible	flexible
capable	durable	accessible

SPELLING EXERCISE

WORDS ENDING WITH THE "BLE" SOUND

Add "able" or "ible" to the following words.

1. deduct _____
2. reli _____
3. respons _____
4. service _____
5. suit _____
6. incred _____
7. flex _____
9. valu _____
10. access _____
11. knowledge _____
12. feas _____
13. avail _____
14. mail _____
15. gull _____

WORDS THAT SOUND

AND

LOOK ALIKE

28.

WORDS THAT SOUND AND LOOK ALIKE

The list below contains some common words that are pronounced exactly alike but spelled differently and also words that look and sound somewhat alike.

1.	accept	- take, receive
	except	- exclude
2.	advice	- information
	advise	- recommend, counsel
3.	affect	- influence
	effect	- result
4.	already	- previously
	all ready	- all prepared
5.	capitol	- building where legislators meet
	capital	- city serving as the seat of government
6.	cite	- quote
	sight	- vision
	site	- place or setting of something
7.	ensure	- make certain
	insure	- protect against loss
	assure	- give confidence
8.	forty	- number 40
	fourth	- four in a series
9.	its	- possessive of "it"
	it's	- contraction for "it is"
10.	later	- after a time
	latter	- second in a series
11.	maximum	- greatest
	minimum	- least
12.	personal	- private
	personnel	- staff

13.	principal	- chief, leading, sum of money
	principle	- general rule or truth
14.	quality	- distinctive characteristic
	quantity	- definite number
15.	stationary	- fixed
	stationery	- writing material
16.	than	- conjunction used in comparison
	then	- at that time
17.	their	- belonging to them
	there	- in that place
	they're	- contraction for "they are"
18.	thorough	- exhaust completely
	through	- in one side and out the other
	thought	- act of thinking
19.	to	- toward
	too	- more than
20.	whose	- possessive of "who"
	who's	- contraction, "who is"
21.	your	- belonging to you
	you're	- contraction for "you are"

SPELLING EXERCISE

WORDS THAT SOUND AND LOOK ALIKE

Circle the correct word in the parenthesis.

1. I'd like to (accept, except) your offer but is (too, to) late.
2. (Their, There) progress is outstanding.
3. I (thought, thorough, through) you did a (thorough, thought, through) job by going (thought, thorough, through) the wall.
4. The (capital, capitol) of the United States is Washington, D.C.
5. The letters were (all ready, already) mailed.
6. The command comes under (whose, who's) orders?
7. The decision (affects, effects) the cost of the product.
8. The price is more (than, then) I can afford.
9. The interest on the (principle, principal) is 2¼ %.
10. (Its, It's)) (too, to) bad you didn't start the project sooner.
11. The (quantity, quality) of goods is determined by customer satisfaction and not the amount of goods produced.
12. (Its, It's) all your fault.
13. (You're, Your) (too, to) young to think about (your, you're) retirement
14. The letter head is on the top of the (stationary, stationery).
15. The words from the poem were (sighted, cited, sited).

SPELLING POST-TEST

SPELLING POST-TEST

Circle the correct word in the following pairs.

YIELD, YEILD	HEIGHT, HIEGHT
RUNNING, RUNING	SHIPING, SHIPPING
LEAPED, LEAPPED	PROGRAMMING, PROGRAMING
TAXEABLE, TAXABLE	NINETY, NINTY
AWSOME, AWESOME	UNTIEING, UNTYING

These letters are scrambled. Write them in their correct order.

SNNIIGG	_____
FEROF	_____
HCEIFS	_____
IWSE	_____
NYPAIG	_____
LFYER	_____
YEKS	_____
LAGSESS	_____
ILYED	_____

Match Column A with Column B. Place the number from Column A in the parenthesis next to the word/s that give the proper meaning.

1.	through	( ) fixed
2.	stationary	( ) "you are" contraction
3.	stationery	( ) prepared
4.	already	( ) writing materials
5.	you're	( ) in one side and out the other
6.	your	( ) it is
7.	thorough	( ) previously
8.	its	( ) exhaust completely
9.	it's	( ) belonging to you
10.	all ready	( ) possessive of "it"

Write the plural of these words.

1. BUS _____
2. DEER _____
3. CHURCH _____
4. WEDNESDAY _____
5. CHIEF _____
6. GLASS _____
7. KEY _____
8. LIFE _____
9. PIANO _____
10. MAN _____
11. WOMAN _____
12. RADIO _____
13. CHILD _____
14. DICTIONARY _____
15. TOMATO _____

Complete the rule:

1. "I" comes before "E" except after _____
2. Double the final consonant when the suffix added begins with a _____.
3. Don't drop the final "E" is the suffix begins with a _____
4. Words ending in "Y" preceded by a vowel, keep the _____before adding the suffix.
5. If the root word ends in the letter "E", the ending is "ERY". If not, the ending is _____.

SPELLING CHECKLIST

SPELLING EXERCISE	COMPETENCY	DATE OF COMPLETION
PRETEST		
"IE" AND "EI" WORDS		
DOUBLING THE FINAL CONSONANT		
FINAL SILENT "E"		
WORDS ENDING IN "Y" AND "C"		
FORMING PLURALS		
WORDS ENDING IN "RY"		
WORDS ENDING IN THE "BLE" SOUND		
WORDS THAT SOUND AND LOOK ALIKE		
SPELLING POST-TEST		

THE DICTIONARY

TABLE OF CONTENTS

ENTRY WORDS	1
GUIDE WORDS	3
DEFINITIONS	5
SYLLABICATION	6
PRONUNCIATION	7
ACCENT	10
ABBREVIATIONS	11
PEOPLE & PLACES	13
HOMOGRAPHS	14
IDIOMS	15
PREFIXES & SUFFIXES	16
OTHER INFORMATION	17
COMPETENCY TEST	20

THE DICTIONARY

The dictionary is a reference or resource book that contains a great deal of information. The amount of information varies, depending on the size of the dictionary and how it is organized. The purpose of the following pages is to explain the different types of information found in the dictionary.

ENTRY WORDS

Each word listed in the dictionary is called an entry word. Entries are arranged alphabetically. When the first letter is the same, determine the alphabetical order by looking at the second letter. (lazy, local) If the first and second letters are the same, look at the third, etc. In the case of lodge and lodger, the rule is "nothing comes before something." (lodge, lodger) In proper names, the last name is listed first.

lazy local locate lodge lodger

Jefferson, Thomas

The entry word is printed in dark type to the left of the word's meaning.

grace • ful (grās' f ə l) showing grace of movement, form or proportion.
grace ful.ly *adj.* - **grace ful.ness** *n.*

In the example shown above, there are two additional words after the definition: gracefully and gracefulness. These are called run-on entries. They are a different forms of the base word, graceful. Run-on words include common suffixes like: able, er, less, like, ly, ness, ing, tion. If a run-on entry has a meaning different from the base word, it is listed separately.

fold - to double material, draw together.
folder - a sheet of heavy paper folded for holding loose papers.

slip to go quickly or secretely.
slipper - a light, low shoe easily slipped on the foot.

Entries also include: single letters (e), hyphenated words (self-esteem), and abbreviations (dr.).

EXERCISE

1. **Place these words in alphabetical order.**

factory face fact fade fail flay

_____

_____

_____

_____

_____

_____

2. **Locate these entry words in the dictionary and write their run-on entry words.**

A. **empty** _____

B. **local** _____

C. **deploy** _____

D. **mine** _____

E. **manicure** _____

F. **misty** _____

G. **pragmatic** _____

H. **rebut** _____

I. **profit** _____

GUIDE WORDS

To help find words quickly, guide words appear at the top of each dictioary page. The first guide word is the first entry word on the page. The second guide word is the last entry word. All entries that fall alphabetically between these two guide words are listed on that page.

The guide words are masthead and maw.

Words falling between "mast" and "maw" appear on this page.

The word "match" is an entry word on this page because "mat" comes between "mas" and maw"

The word "main" is not on the page because "mai" comes before "mas".

The word "medic" is not on the page because "me" comes after "maw".

mast'head', *n.* **1.** a box or column in a newspaper or magazine giving the names of the owners and staff members. **2.** the head of a mast.

mas·tic (mas'tik), *n.* **1.** a bituminous preparation used as an adhesive or seal. **2.** a pasty cement used for filling holes, as in plaster.

mas·ti·cate (mas'tə kāt'), *v.t., v.i.* **-cat·ed, -cat·ing.** to chew. —**mas'ti·ca'tion**, *n.*

mas·tiff (mas'tif, ma'stif), *n.* a large, powerful short-haired dog.

mas·to·don (mas'tə don'), *n.* any of numerous extinct elephantlike mammals.

mas·toid (mas'toid), *n.* a bony prominence on the base of the skull behind the ear.

mas·tur·ba·tion (mas'tər bā'shən), *n.* stimulation of the genitals, esp. to orgasm. —**mas'tur·bate'**, *v.t., v.i.* **-bat·ed, -bat·ing.**

mat[1] (mat), *n., v.* **mat·ted, mat·ting.** —*n.* **1.** a piece of fabric, as of plaited fiber, used esp. as a floor covering. **2.** a floor pad used to protect wrestlers and gymnasts. **3.** a thick tangled mass, as of hair or weeds. —*v.t., v.i.* **4.** to form into a mat.

mat[2] (mat), *n., v.* **mat·ted, mat·ting.** —*n.* **1.** material serving as a border for a picture. —*v.t.* **2.** to provide with a mat.

mat[3] (mat), *adj., n.* MATTE.

mat·a·dor (mat'ə dôr'), *n.* the bullfighter who traditionally kills the bull.

match[1] (mach), *n.* a slender piece of flammable material tipped with a chemical substance that ignites by friction.

match[2] (mach), *n.* **1.** a person or thing that equals or resembles another. **2.** a corresponding or suitably associated pair. **3.** a game or contest with two or more contestants or teams. **4.** a person considered as a marriage partner: *a good match.* **5.** a marriage. —*v.t.* **6.** to equal. **7.** to be the match or counterpart of. **8.** to cause to correspond. **9.** to fit together. **10.** to place in opposition or conflict. **11.** to unite in marriage. —*v.i.* **12.** to be equal or suitable. **13.** to correspond.

match'book', *n.* a small folder of paper matches.

match'less, *adj.* having no equal.

match'mak'er, *n.* a person who arranges marriages.

mate (māt), *n., v.* **mat·ed, mat·ing.** —*n.* **1.** a husband or wife. **2.** one of a pair of mated animals. **3.** one of a pair. **4.** an associate or companion. **5.** FIRST MATE. —*v.t., v.i.* **6.** to join as mates. **7.** to bring or come together for breeding.

ma·té or **-te** (mä'tā, mat'ā, mä tā'), *n., pl.* **-tés** or **-tes.** a tealike South American beverage.

ma·te·ri·al (mə tēr'ē əl), *n.* **1.** the substance of which something is made or composed. **2.** something that can be further developed. **3.** a constituent element. **4.** a textile. **5.** Often, **-els.** apparatus needed to make or do something: *writing materials.* —*adj.* **6.** of or consisting of matter: *the material world.* **7.** physical rather than spiritual or intellectual: *material comforts.* **8.** of substantial import; significant. **9.** pertinent; essential. —**ma·te'ri·al·ly**, *adv.*

ma·te'ri·al·ism, *n.* **1.** preoccupation with material as opposed to spiritual or intellectual values. **2.** the philosophical theory that regards matter as constituting the universe, and all phenomena, including those of mind, as due to material agencies. —**ma·te'ri·a·list**, *n., adj.* —**ma·te'ri·al·is'tic**, *adj.*

ma·te'ri·al·ize', *v.,* **-ized, -iz·ing.** —*v.i.* **1.** to come into actual existence. **2.** to appear, esp. unexpectedly. **3.** to assume material form. —*v.t.* **4.** to give material form to. —**ma·te'ri·al·i·za'tion**, *n.*

ma·té·ri·el or **-te·ri·el** (mə tēr'ē el'), *n.* the aggregate of equipment and supplies used by an organization, as the military.

ma·ter·nal (mə tûr'nl), *adj.* **1.** of or resembling a mother. **2.** related through, derived from, or inherited from a mother. —**ma·ter'nal·ly**, *adv.*

ma·ter'ni·ty (-ni tē), *n.* **1.** the state of being a mother; motherhood. —*adj.* **2.** applicable immediately before, during, and just after childbirth: *maternity leave.* **3.** designed for wear by pregnant women.

math (math), *n.* mathematics.

math'e·mat'ics (-ə mat'iks), *n.* the systematic treatment of magnitude, relationships between figures and forms, and relations between quantities expressed symbolically. —**math'e·mat'i·cal**, *adj.* —**math'e·mat'i·cal·ly**, *adv.* —**math'e·ma·ti'cian** (-mə tish'ən), *n.*

mat·i·née or **-nee** (mat'n ā'), *n., pl.* **-nées** or **-nees.** a dramatic or musical performance held in the afternoon. [< F: morning]

mat·ins (mat'nz), *n.* **1.** (*often cap.*) (*used with a sing. or pl. v.*) prayers read at midnight or daybreak. **2.** the service of morning prayer in Anglican churches.

Ma·tisse (mə tēs', ma-), *n.* **Henri**, 1869–1954, French painter.

ma·tri·arch (mā'trē ärk'), *n.* the female head of a family or tribe. —**ma'tri·ar'chal**, *adj.* —**ma'tri·ar'chy**, *n., pl.* **-chies.**

mat·ri·cide (mat'rə sīd', mā'-), *n.* **1.** the act of killing one's mother. **2.** a person who kills his or her mother. —**mat'ri·cid'al**, *adj.*

ma·tric·u·late (mə trik'yə lāt'), *v.t., v.i.,* **-lat·ed, -lat·ing.** to enroll as a student in a college or university. —**ma·tric'u·la'tion**, *n.*

mat·ri·mo·ny (mat'rə mō'nē), *n., pl.* **-nies.** **1.** the state of being married. **2.** the ceremony of marriage. —**mat'ri·mo'ni·al**, *adj.*

ma·trix (mā'triks, ma'-), *n., pl.* **-tri·ces** (-trī sēz'), **-trix·es.** **1.** a place or point within which something else originates. **2.** a mold for casting typefaces.

ma·tron (mā'trən), *n.* **1.** a married woman, esp. one who is mature and dignified. **2.** a woman officer, as in a prison for women. —**ma'tron·ly**, *adj.*

ma'tron of hon'or, *n.* a married woman who is the chief attendant of a bride.

Matt., Matthew.

matte or **matt** (mat), *adj.* **1.** having a dull or lusterless surface. —*n.* **2.** a dull surface or finish.

mat·ter (mat'ər), *n.* **1.** the substance of which a physical object consists or is composed. **2.** something that occupies space. **3.** a situation, subject, or affair. **4.** an approximate amount or extent: *a matter of 10 miles.* **5.** something written or printed. **6.** things sent by mail. **7.** a substance, esp. pus, discharged by a living body. —*v.i.* **8.** to be of importance; signify. —*Idiom.* **9. as a matter of fact,** in reality; actually. **10. no matter,** regardless of. **11. to be the matter,** to be amiss or awry: *What's the matter with you?*

mat'ter-of-fact', *adj.* adhering strictly to fact. —**mat'ter-of-fact'ly**, *adv.* —**mat'ter-of-fact'ness**, *n.*

Mat·thew (math'yōō), *n.* **1.** a Christian apostle, believed to be the author of the first Gospel. **2.** the first Gospel.

mat'ting, *n.* **1.** material for mats. **2.** mats collectively.

mat·tock (mat'ək), *n.* a digging tool shaped like a pickax.

mat·tress (ma'tris), *n.* a cloth case filled with straw, cotton, foam rubber, etc., used as or on a bed.

ma·ture (mə tōōr', -työōr', -chōōr', -chür'), *adj.,* **-tur·er, -tur·est,** *v.,* **-tured, -tur·ing.** —*adj.* **1.** fully developed. **2.** complete in natural growth or development. **3.** fully aged: *mature wine.* **4.** payable; due: *a mature bond.* —*v.t., v.i.* **5.** to make or become mature. —**ma·tu·ra·tion** (mach'ə rā'shən), *n.* —**ma·ture'ly**, *adv.* —**ma·tu'ri·ty**, *n.*

mat·zo (mät'sə), *n., pl.* **-zos** (-səz), **-zoth, -zot** (-sōt, -sōs). unleavened bread eaten by Jews during Passover.

maud·lin (môd'lin), *adj.* embarrassingly sentimental.

Mau·i (mou'ē), *n.* an island in central Hawaii.

maul (môl), *n.* **1.** a heavy hammer used esp. for driving stakes or wedges. —*v.t.* **2.** to handle roughly. **3.** to injure by rough treatment. —**maul'er**, *n.*

maun·der (môn'dər), *v.i.* **1.** to talk ramblingly or unintelligibly. **2.** to wander.

Mau·pas·sant (mō'pə sän'), *n.* **Guy de** (gē də), 1850–93, French writer.

Mau·ri·ta·ni·a (môr'ə tā'nē ə), *n.* a republic in NW Africa. 1,894,000. —**Mau'ri·ta'ni·an**, *adj., n.*

Mau·ri·tius (mô rish'əs), *n.* an island republic in the Indian Ocean, E of Madagascar. 1,075,000. —**Mau·ri'tian**, *adj., n.*

mau·so·le·um (mô'sə lē'əm, -zə-), *n., pl.* **-le·ums, -le·a** (-lē'ə). a large and stately tomb.

mauve (mōv, môv), *n.* a pale bluish purple.

ma·ven or **-vin** (mā'vən), *n.* an expert; connoisseur. [< Yiddish < Heb]

mav·er·ick (mav'ər ik), *n.* **1.** an unbranded animal. **2.** a person who thinks and acts independently of others.

maw (mô), *n.* the mouth, throat, or stomach, esp. of a voracious carnivore.

45 BEST COPY AVAILABLE

EXERCISE

Using the guide words below, write yes or no if the word is on the dictionary page.

GUIDE WORDS **CHAPLAIN - CHAT**

1. check _____
2. chaps _____
3. charge _____
4. cheek _____
5. chase _____

GUIDE WORDS **SENTENCE - SERMON**

1. service _____
2. sepal _____
3. separate _____
4. sew _____
5. self _____

GUIDE WORDS **HABIT - HARD**

1. halo _____
2. hamlet _____
3. half _____
4. herald _____
5. hammer _____

WORD DEFINITIONS

A dictionary is a book that lists the meaning of words. Most words in the dictionary have more than one meaning. Each meaning is numbered. The first meaning is used most often. Meanings are ranked by their frequency of use.

home (hōm) *n.* [OE *hām*] 1 the place where one lives 2 the place where one was born or reared 3 a place thought of as home 4 a household and its affairs 5 an institution for orphans, the aged, etc. 6 the natural environment of an animal, plant, etc. 7 HOME PLATE —***adj.*** 1 of one's home or country; domestic 2 central /*home* office/ —***adv.*** 1 at, to, or in the direction of home 2 to the point aimed at /to drive a nail *home*/ —**at home** 1 in one's home 2 at ease —**bring home to** to impress upon —**home'less** ***adj.*** —**home'like** ***adj.***

EXERCISE

Using a dictionary, write the main definition of the words listed below.

1. **chair**_____
2. **empty**_____
3. **local**_____

What is the second definition of each of the words below?

1. **package**_____
2. **wealth**_____
3. **interest**_____

BEST COPY AVAILABLE

SYLLABICATION

Entry words in bold print are also divided into syllables. A syllable is an uninterrupted sound in the word. Syllables are separated by a hyphen (-), space, or dot (•)

safe • ty pa • per

Words are divided for the purpose of separating words at the end of a line or text. A hyphen is used to separate the syllables.

**It is necessary for John to make sacri-
fices if he wants to attain his goals.**

Do not divide a word that leaves one letter alone at the beginning or ending of a sentency.

e • lect bus • y

INCORRECT	**John was too bus-
y to attend.**	**The majority can e-
lect a candidate.**
CORRECT	**John was too
busy to attend.**	**The majority can elect
a candidate.**

EXERCISE

Find these words in the dictionary. Divide the words by placing a dot between each syllable.

1. **downtime**_____
2. **goggles**_____
3. **poster**_____
4. **cafeteria**_____
5. **computer**_____
6. **radio**_____
7. **report**_____
8. **annual**_____
9. **assignment**_____
10. **corporation**_____

PRONOUNCIATION

The dictionary also assists in pronouncing words correctly. The pronunciation is shown in parentheses at the right of the entry word. The word is spelled in syllables with phonetic symbols showing how words are spoken. Study the various symbols in the examples below:

forklift (fôrk′ • lift)	glove (gluv)
chain (chān)	hitch (hich)
customer (kus t′ • mə er)	standard (stan′ • də rd)

CONSONANTS

The consonant letters have the same sounds as in the alphabet.

b c d f g h j k l m n p q r s t v w x z

VOWELS

The vowels are a, e, i, o, u and sometimes y. Long vowels have the sound of their own name. Their symbol is a short horizontal line above the vowel called a macron.

ā	as in late	ī	as in ripe	ū	as in blue
ē	as in be	ō	as in note		

Short vowels have a small "u" symbol called a breve above the letter. Short vowels sound like:

ă	as in bat	ĭ	as in it	ŭ	as in cut
ĕ	as in pet	ŏ	as in pot		

Another symbol called a schwa looks like an upside down e or ə . It has the sound of "uh" as in the word a • bout. (ə-bout')

PRONUNCIATION KEY

Every dictionary has a pronunciation key to help pronounce words correctly. The prounciation key is usually found at the bottom or side of each dictionary page. Other dictionaries have the key in the front or back of the book.

Two different pronunciation keys are shown below. In the first one, note that the letter "o" sound like "aw" as in the word paw. The "oo" is pronounced like the "oo" in took. The sound of short "a" is like the "a" in the word pat.

ă	pat	oi	boy
ā	pay	ou	out
âr	care	o͝o	to͝ok
ä	father	o͞o	bo͞ot
ĕ	pet	ŭ	cut
ē	be	ûr	urge
ĭ	pit	th	thin
ī	pie	t	this
îr	pier	hw	which
ŏ	pot	zh	vision
ō	toe	ə	about
ô	paw		

ENGLISH SOUNDS

a	act, bat, marry
ā	age, paid, say
â(r)	air, dare, Mary
ä	ah, part, balm
b	back, cabin, cab
ch	child, beach
d	do, madder, bed
e	edge, set, merry
ē	equal, bee, pretty
ēr	ear, mere
f	fit, differ, puff
g	give, trigger, beg
h	hit, behave
hw	which, nowhere
i	if, big, mirror
ī	ice, bite, deny
j	just, tragic, fudge
k	keep, token, make
l	low, mellow, bottle (botˡl)
m	my, summer, him
n	now, sinner, button (butˡn)
ng	sing, Washington
o	ox, bomb, wasp
ō	over, boat, no
ô	order, ball, raw
oi	oil, joint, joy
o͝o	book, tour
o͞o	ooze, fool, too
ou	out, loud, cow
p	pot, supper, stop
r	read, hurry, near
s	see, passing, miss
sh	shoe, fashion, push
t	ten, matter, bit
th	thin, ether, path
t͟h	that, either, smooth
u	up, sun
û(r)	urge, burn, cur
v	voice, river, live
w	witch, away
y	yes, onion
z	zoo, lazy, those
zh	treasure, mirage
ə	used in unaccented syllables to indicate the sound of the reduced vowel in alone, system, easily, gallop, circus
˚	used between i and r and between ou and r to show triphthongal quality, as in fire (fi˚r), hour (ou˚r)

50 BEST COPY AVAILABLE

EXERCISE

Find these words in the dictionary. Write their phonetic spelling using symbols. When completed, pronounce the words to your instructor.

1. chop _____
2. cello _____
3. bionic _____
4. vowels _____
5. frill _____
6. owe _____
7. falcon _____
8. machine _____
9. precious _____
10. shell _____

Circle the word that has the sound of the symbol. Use a dictionary to help you decide.

1.	ə	again, hack
2.	ā	rate, pleat, bat
3.	ä	garden, gape, glare
4.	ō	folk, food, ocean
5.	zh	whirl, beige, chintz

Write the word that goes with the phonetic spelling below: vise, puddle, treaty, bread, photo, merry, one, comb, rayon, shoe

1. kōm _____
2. brĕd _____
3. mĕrē _____
4. pu̇d l _____
5. wun _____
6. vīs _____
7. fō tō _____
8. rā ŏn _____
9. shōō _____
10. trē tē _____

ACCENT

Each phonetic spelling has accent marks that show which syllable in the word is stressed. The primary accent mark (ˈ) is darker and the secondary accent mark is lighter (ˌ). When speaking, the syllable with the darker accent mark is stressed.

button (bŭtˈ·n)
hydraulic (hīˈ · drôˌ · lik)
perform (pəˈr · fôrmˈ)
cutoff (kŭtˈˌ ôf)
otherwise (ŭthˈər · wiz)
principality (prinˈ · səˌ · pălˈˌ · i · tē)

EXERCISE

Find the words below in the dictionary. Circle the syllable in each word that is the primary accent . Read the word to your instructor.

de · gree
de · formed
el · e · phant
for · syth · l · a
o · ri · ent
pre·mu · ni · tion
pre · scribe
sta · di · um
tan · ger · ine
spec · trum

PARTS OF SPEECH

Most entries label the part or parts of speech of the word. The labels are abbreviated in bold, italicized print. When words have more than one part of speech, they are introduced by a long dash (—) at the end of the definition.

emp·ty (emp'tē) ***adj.*** -ti·er, -ti·est [OE *æmettig*] 1 having nothing or no one in it; unoccupied 2 worthless /*empty* pleasure/ 3 insincere /*empty* promises/ —***vt.*** -tied, -ty·ing 1 to make empty 2 to remove [the contents] of something —***vi.*** 1 to become empty 2 to pour out; discharge —***n.***, ***pl.*** -ties an empty truck, bottle, etc. —emp'ti·ly ***adv.*** —emp'ti·ness ***n.***

The word <u>empty</u> as shown is an adjective. (adj.) But the entry also shows other parts of speech such as an adverb (adv.) emptily or a noun (n.) emptiness. Some of the more common abbreviations for parts of speech are:

n.	=	noun	adv.	=	adverb
p.n.	=	pronoun	prep.	=	preposition
adj.	=	adjective	conj.	=	conjunction
v.	=	verb	inter	=	interjection

EXERCISE

Find the part/s of speech for each of the following words. Write the part of speech in a full word. Do not use abbreviations.

1. cattle _____
2. dresser _____
3. honest _____
4. to _____
5. rue _____
6. dessert _____
7. final _____
8. near _____
9. punish _____
10. persistent _____

ABBREVIATIONS

An abbreviation is a shortened form of a word or words. It may be the first letter of the word or the first letter of many words, as in AMA, American Medical Association. Most abbreviations are listed alphabetically,

Write the meaning of the following abbreviations.

1. mpg. _____
2. NATO _____
3. JP _____
4. LTD _____
5. SRO _____
6. MO _____
7. BRIT _____
8. PCT _____

Dictionaries also have a page of abbreviations. The list is found either at the back or in front of the dictionary. A sample page is included here.

<	descended from, borrowed from
<<	descended from, borrowed from through intermediate stages not shown
=	equivalent to
ab.	about
Abbr., abbr.	abbreviation
abl.	ablative
acc.	accusative
adj.	adjective
adv.	adverb
AF	Anglo-French
Afr.	African
Afrik	Afrikaans
AmerSp	American Spanish
Ar	Arabic
Aram	Aramaic
at. no.	atomic number
at. wt.	atomic weight
b.	blend
b.	born
bef.	before
Biol.	Biology
Bot.	Botany
Brit.	British
c	circa
CanF	Canadian French
Cap.	capital (city)
cap.	capital
caps.	capitals
cent.	century
Cf., cf.	compare
Chem.	Chemistry
cm	centimeter(s)
compar.	comparative
conj.	conjunction
contr.	contraction
D	Dutch
d.	died
dat.	dative
def.	definition
defs.	definitions
der.	derivative
Dial., dial.	dialect, dialectal
dim.	diminutive
Du.	Dutch
E	east, eastern
E	English
Eng.	England, English
esp.	especially
etym.	etymology
F	French
fem.	feminine
fig.	figurative
fl.	flourished
fol.	followed
Fr.	French
ft.	foot, feet
fut.	future
G	German
gen.	genitive
Geol.	Geology
Geom.	Geometry
Gk, Gk.	Greek
Gmc	Germanic
Gram.	Grammar
Heb, Heb.	Hebrew
in.	inch(es)
indic.	indicative
inf.	infinitive
interj.	interjection
Ir	Irish
irreg.	irregular
It, it.	Italian
Japn, Japn.	Japanese
km	kilometer(s)
L	Latin
l.c.	lowercase
LG	Low German
lit.	literally
LL	Late Latin
m	meter(s)
masc.	masculine
MD	Middle Dutch
ME	Middle English
Med.	Medicine
MexSp	Mexican Spanish
MF	Middle French
MHG	Middle High German
mi.	mile(s)
Mil.	Military
ML	Medieval Latin
MLG	Middle Low German
mm	millimeter(s)
mod.	modern
ModGk	Modern Greek
ModHeb	Modern Hebrew
Naut.	Nautical
N	north, northern
n.	noun
neut.	neuter
NL	New Latin
nom.	nominative
Norw, Norw.	Norwegian
n.pl.	plural noun
obj.	objective
Obs., obs.	obsolete
OE	Old English
OF	Old French
OHG	Old High German
ON	Old Norse
orig.	originally
pass.	passive
past part.	past participle
perh.	perhaps
Pers, Pers.	Persian
pers.	person
Pg	Portuguese
pl.	plural
Pop.	population
poss.	possessive
pp.	past participle
prec.	preceded
prep.	preposition
pres.	present, present tense
pres. part.	present participle
prob.	probably
Pron., pron.	pronunciation, pronounced
pron.	pronoun
prp.	present participle
pt.	preterit (past tense)
ptp.	past participle
Russ	Russian
S	south, southern
s.	stem
Scand	Scandinavian
Scot.	Scottish
sing.	singular
Skt, Skt.	Sanskrit
Sp, Sp.	Spanish
sp.	spelling, spelled
sp. gr.	specific gravity
sq.	square
subj.	subjunctive
superl.	superlative
Sw, Sw.	Swedish
syll.	syllable
Usu., usu.	usually
v.	verb
var.	variant
v.i.	intransitive verb
VL	Vulgar Latin
v.t.	transitive verb
W	west, western
yd.	yard(s)

54

BEST COPY AVAILABLE

PEOPLE AND PLACES

Dictionaries have entry words that name well-known people and why they are famous. Names are alphabetized by the person's last name.

> **Jef · fer · son** (jef′ər · s ə n), **Thomas.** 1743-1826. The third President of the U.S. (1801-09), who drafted the Declaration of Independence (1776).

Popular geographic locations are also listed.

> **East Hart·ford** (hart′ f ə rd). A town of N-central CT on the Connecticut River; settled in 1640. Pop. 50, 452.

EXERCISE

Write some facts about the following people and places found in the dictionary.

1. Mohammed_____

_____

2. St. John's_____

_____

3. John Keats_____

_____

4. Giacomo Puccini_____

_____

5. Seoul_____

_____

6. Orpheus_____

_____

HOMOGRAPHS

Words that are spelled alike but have different meanings are called homographs. A "bat" is a club and an animal. Most dictionaries list homographs as a separate main entry with a small number after each bold print, as shown in the following illustration.

arm[1] (ärm), *n.* **1.** an upper limb of the human body. **2.** an armlike part or attachment. **3.** a combat branch of a military service. **4.** power; authority: *the long arm of the law.* —*Idiom.* **5. at arm's length,** at a distance.

arm[2] (ärm), *n.* **1.** Usu., **arms.** weapons, esp. firearms. **2. arms,** heraldic devices, as of a family. —*v.t.* **3.** to make ready for war. —*v.t.* **4.** to equip with weapons. —*Idiom.* **5. up in arms,** provoked; indignant. —**armed,** *adj.*

EXERCISE

Give two definitions for each of the following homographs.

1. COT_____

_____

2. EGG_____

_____

3. GUY_____

_____

4. HACK_____

_____

BEST COPY AVAILABLE

IDIOMS

An idiom is an expression of two or more words whose meaning cannot be understood from their words. For example, the word "take" means to get possession of, to capture, or to seize. However, there are many expressions that include the word "take" but have very different meanings. Below are idioms that include the word "take".

on the take	- taking bribes
take down	- put in writing
take after	- look like
take on	- employ
take up	- make higher

Idioms are found in boldface print in the last part of an entry. They are fully defined and sometimes introduced by the word "idioms".

EXERCISE

List an idiom and its meaning for each of the following words:

	IDIOM	MEANING
1.	grade	_____
2.	catch	_____
3.	life	_____
4.	order	_____
5.	rate	_____

PREFIXES AND SUFFIXES

Prefixes are word parts attached at the beginning of a word that broadens its meaning.

sub	=	under	A submarine is a ship that operates under water.
hemi	=	half	The hemisphere is half a globe.

Suffixes are word parts attached at the end of a word.

ible	=	able	Fractions are convertible.
ness	=	quality	The student was treated with kindness.

EXERCISE

Use the dictionary to find the meaning of the following previxes, suffixes and words.

1. ultra_____
   ultramarine_____

2. dis_____
   disarranged_____

3. un_____
   uneven_____

4. non_____
   nonprofit_____

5. pre_____
   prejudice_____

6. able_____
   changeable_____

7. dom_____
   freedom_____

OTHER INFORMATION FOUND IN THE DICTIONARY

Other information in the dictionary includes, but is not limited to, the following.

CAPITALIZATION

PUNCTUATION RULES

SPELLING OF WORDS

MEANING OF FREQUENTLY USED FOREIGN TERMS

HISTORY OF WORDS (CALLED ETYMOLOGY)

COMPARISONS OF ADJUECTIVES AND ADVERBS

USAGE OF ENGLISH GRAMMAR

CROSS REFERENCES

VARIOUS TABLES AND CHARTS: ROMAN NUMBERS, MEASUREMENTS, SIGNS AND SYMBOLS

FOOTNOTES

BIBLIOGRAPHIES

ILLUSTRATIONS

METRICS AND U.S. MEASUREMENT

PARTS OF SPEECH

PROOFREADER'S MARKS

GUIDE FOR WRITERS

SIGNS AND SYMBOLS

The following pages illustrate many of the points discussed in this book.

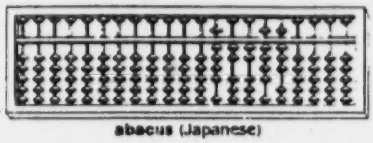
Study the pages carefully before taking the final competency test.

vocabulary entry

pronunciation

ab·a·cus (ab′ə kəs), *n., pl.* **-a·cus·es, -a·ci** (-ə sī′, -kī′). a device for making arithmetic calculations, consisting of a frame set with rods on which beads are moved.

illustration and caption



abacus (Japanese)

syllable dots

a·ban·don[1] (ə ban′dən), *v.t.* **1.** to leave completely; desert: *to abandon a sinking ship.* **2.** to give up; discontinue: *to abandon a project.* —**a·ban′don·ment,** *n.*

homograph number

a·ban·don[2] (ə ban′dən), *n.* a complete surrender to natural impulses; freedom from constraint.

numbered definitions

a·bort (ə bôrt′), *v.i., v.t.* **1.** to undergo or cause to undergo abortion. **2.** to terminate (a missile flight, a mission, or a procedure) before completion. —*n.* **3.** the termination of a missile flight, a mission, or a procedure before completion. —**a·bor′tive,** *adj.* —**a·bor′tive·ly,** *adv.*

parts of speech

ac·cess (ak′ses), *n.* **1.** the ability or right to enter, approach, or use. **2.** a way or means of approach. **3.** a sudden outburst, as of rage. —*v.t.* **4.** to gain access to. **5.** to locate (data) in a computer.

summary of parts of speech

ace (ās), *n., v.,* **aced, ac·ing.** —*n.* **1.** a playing card with one spot. **2.** a point, as in tennis, made on a serve that an opponent fails to touch. **3.** a fighter pilot who downs a number of enemy planes. **4.** an expert. —*v.t.* **5.** to score an ace against (an opponent). **6.** *Slang.* to defeat (usu. fol. by *out*). **7.** *Slang.* to receive a grade of A in or on. —*Idiom.* **8. ace in the hole,** an advantage held in reserve.

idiom

verb inflected forms

ache (āk), *v.,* **ached, ach·ing,** *n.* —*v.i.* **1.** to have a continuous dull pain. **2.** to yearn; long. —*n.* **3.** a continuous dull pain. —**ach′y,** *adj.,* **-i·er, -i·est.**

adjective inflected forms

grammatical information

a·cous′tics, *n.* **1.** (*used with a sing. v.*) the branch of physics that deals with sound and sound waves. **2.** (*used with a pl. v.*) the qualities of a room, auditorium, etc., that determine the audibility of sounds in it.

phrasal verbs

add (ad), *v.t.* **1.** to unite or join so as to increase in number, quantity, size, or importance. **2.** to find the sum of. **3.** to say or write further. —*v.i.* **4.** to perform arithmetic addition. **5.** to be or serve as an addition. **6. add up,** to seem reasonable. **7. ~ up to,** to amount to; signify.

capitalization style

subject label

ad·min′is·tra′tion, *n.* **1.** management, as of a government or business. **2.** (*often cap.*) the executive branch of a government. **3.** the period during which an administrator or body of administrators serves. **4.** *Law.* the management of an estate. **5.** the act of administering. —**ad·min′is·tra′tive,** *adj.*

lowercase style

Af·ghan (af′gan, -gən), *n.* **1.** a native or inhabitant of Afghanistan. **2.** (*l.c.*) a soft knitted or crocheted blanket. **3.** Also called **Af′ghan hound′,** a hound with a long head and long, silky fur.

abacus to **avaunt** — guide words

-age, a suffix meaning: action or process (*coverage*); result of (*wreckage*); residence or (*parsonage*); aggregate (*coinage*); charge (*postage*). — suffix

a·gree′ment, *n.* **1.** the state of being in accord; harmony. **2. a.** an arrangement accepted by all parties. **b.** a document setting forth such an arrangement. — lettered subdefinitions

air′head′, *n. Slang.* a scatterbrained or stupid person. — label of style or status

al·low (ə lou′), *v.t.* **1.** to permit. **2.** to let have. **3.** to acknowledge; concede: *I had to allow that he was right.* **4.** to set apart; allocate. —*v.i.* **5.** to permit as a possibility; admit. **6.** to make provision: *to allow for breakage.* —**al·low′a·ble,** *adj.* — example sentences or phrases

al′pha rhythm′, *n.* a pattern of slow brain waves (**al′pha waves′**) in normal persons at rest with closed eyes. — hidden entry

Alz′hei·mer's disease′ (älts′hī mərz, ôlts′-), *n.* a disease marked by progressive memory loss and mental deterioration associated with brain damage. [after A. *Alzheimer* (1864–1915), German neurologist] — stressed multiple-word entry; etymology

a·men·i·ty (ə men′i tē, ə mē′ni-), *n., pl.* **-ties. 1.** an agreeable act or manner; courtesy or civility: *social amenities.* **2.** a feature that provides comfort, convenience, or pleasure. — variant pronunciation

Am·er·ind (am′ə rind), *n.* AMERICAN INDIAN. Also called **Am′er·in′di·an** (-rin′dē ən). — variant form

a·mour-pro·pre (A MÔÔR PRÔ′PR*), *n. French.* self-esteem. — foreign language label

an·eu·rysm or **-rism** (an′yə riz′əm), *n.* a permanent cardiac or arterial dilatation usu. caused by weakening of the vessel wall. — variant spelling

an·te·room (an′tē rōōm′, -rŏŏm′), *n.* ANTECHAMBER. — cross reference

an·ti·pas·to (an′ti pä′stō, ăn′tē-), *n., pl.* **-pas·tos, -pas·ti** (-pä′stē). an appetizer course in an Italian meal. — variant plural

anx·ious (angk′shəs, ang′-), *adj.* **1.** uneasy in the mind; worried. **2.** earnestly desirous; eager. —**anx′·ious·ly,** *adv.* —**anx′ious·ness,** *n.* —**Usage.** ANXIOUS has had the meaning "earnestly desirous, eager" since the mid-18th century: *We were anxious to see our new grandson.* Although some insist that ANXIOUS must always convey a sense of distress or worry, the sense "eager" is fully standard. — run-on derived entries; usage note

ap·par·el (ə par′əl), *n., v.,* **-eled, -el·ing** or (*esp. Brit.*) **-elled, -el·ling.** —*n.* **1.** clothing, esp. outerwear; garments. —*v.t.* **2.** to dress; clothe. — variant inflected forms

Ap·po·mat·tox (ap′ə mat′əks), *n.* a town in central Virginia where Lee surrendered to Grant in 1865, ending the Civil War. 1345. — geographical entry

ASAP or **A.S.A.P.** or **a.s.a.p.,** as soon as possible. — abbreviation

As·i·mov (az′ə môf′, -mof′), *n.* **Isaac,** 1920–92, U.S. science and science-fiction writer, born in Russia. — biographical entry

a·vaunt (ə vônt′, ə vänt′), *interj. Archaic.* go away! — label of time

BEST COPY AVAILABLE

DICTIONARY COMPETENCY TEST

Use the dictionary page that follows to answer the questions below.

1. What are the guide words?_____
2. What part of speech is the word EMPORIUM?_____
3. What is the phonetic spelling of the word ENCLOSE?_____
4. What does the prefix "EN" mean?_____
5. What is the definition of the word EMPORIUM?_____
6. What is the meaning of the word ENCOMPASS?_____
7. Divide the word ENCAPSULATE into syllables._____
8. What vowel is long in the word ENCASE?_____
9. Does the word ENDLESS appear on this page?_____
10. What is the noun form of the word ENCAMP?_____
11. What does the suffix EN mean?_____
12. On what syllable is the main accent in the word ENCHILADA?_____
13. What is the correct spelling of the word ENCASE + ING?_____
14. Does the word emulsify begin with a capital?_____
15. What is an idiom of the word EMPTY?_____
16. Is ENCE a prefix or a suffix?_____

the lungs in which the air sacs become distended and lose elasticity

em·pire (em'pīr') *n.* [see EMPEROR] 1 supreme rule 2 government by an emperor or empress 3 a group of states or territories under one ruler 4 an extensive organization under the control of a single person, corporation, etc.

em·pir·i·cal (em pir'i kəl) *adj.* [< Gr *en-*, in + *peira*, trial] relying or based on experiment or experience —**em·pir'i·cal·ly** *adv.* —**em·pir'i·cism'** (-siz'əm) *n.*

em·place·ment (em plās' mənt, im-) *n.* the prepared position from which a heavy gun or guns are fired

em·ploy (em ploi', im-) *vt.* [< L *in-*, in + *plicare*, to fold] 1 to use 2 to keep busy or occupied 3 to engage the services of; hire —*n.* employment

em·ploy'a·ble *adj.* that can be employed; specif., physically or mentally fit to be hired for work

em·ploy·ee or **em·ploy·e** (em ploi'ē, im-) *n.* one hired by another for wages or salary

em·ploy'er *n.* one who employs others for wages or salary

em·ploy'ment *n.* 1 an employing or being employed 2 work; occupation 3 the number or percentage of persons gainfully employed

em·po·ri·um (em pôr'ē əm) *n., pl.* -ri·ums or -ri·a (-ə) [< Gr *en-*, in + *poros*, way] a large store with a wide variety of things for sale

em·pow·er (em pou'ər, im-) *vt.* 1 to give power to; authorize 2 to enable

em·press (em'pris) *n.* 1 an emperor's wife 2 a woman ruler of an empire

emp·ty (emp'tē) *adj.* -ti·er, -ti·est [OE *æmetig*] 1 having nothing or no one in it; unoccupied 2 worthless /*empty* pleasure/ 3 insincere /*empty* promises/ —*vt.* -tied, -ty·ing 1 to make empty 2 to remove (the contents) of something —*vi.* 1 to become empty 2 to pour out; discharge —*n., pl.* -ties an empty truck, bottle, etc. —**emp'ti·ly** *adv.* —**emp'ti·ness** *n.*

emp'ty-hand'ed *adj.* bringing or carrying away nothing

em·py·re·an (em pir'ē ən, em'pi rē'ən) *n.* [< Gr *en-*, in + *pyr*, fire] 1 the highest heaven 2 the sky; firmament

e·mu (ē'myōō') *n.* [< Port *ema*, a crane] a large, flightless Australian bird, like the ostrich but smaller

em·u·late (em'yōō lāt', -yə-) *vt.* -lat'ed, -lat'ing [< L *aemulus*, trying to equal or excel] 1 to try to equal or surpass 2 to imitate (a person or thing admired) 3 to rival successfully —**em'u·la'tion** *n.* —**em'u·la'tive** *adj.* —**em'u·la'tor** *n.*

e·mul·si·fy (ē mul'sə fī', i-) *vt., vi.* -fied', -fy'ing to form into an emulsion —**e·mul'si·fi·ca'tion** *n.*

e·mul·sion (ē mul'shən, i-) *n.* [< L *e-*, out + *mulgere*, to milk] a fluid formed by the suspension of one liquid in another, as some medications, etc.

en- [< L *in-*, in] *prefix* 1 to put or get into or on /*enthrone*/ 2 to make, cause to be /*endanger*/ 3 in or into /*encase*/

-en (ən, 'n) [OE] *suffix* 1 a) to become or cause to be /*darken*/ b) to cause to have /*heighten*/ 2 made of /*wooden*/ 3 forming plurals /*children*/ 4 forming diminutives /*chicken*/

en·a·ble (en ā'bəl, in-) *vt.* -bled, -bling to make able; provide with means, power, etc. (*to* do something)

en·act (en akt', in-) *vt.* 1 to pass (a bill, law, etc.) 2 to represent as in a play —**en·act'ment** *n.*

en·am·el (e nam'əl, i-) *n.* [< OFr *esmail*] 1 a glassy, opaque substance fused to metal, pottery, etc. as an ornamental or protective coating 2 the hard, white coating of teeth 3 paint that dries to a smooth, glossy surface —*vt.* -eled or -elled, -el·ing or -el·ling to coat with enamel —**en·am'el·er** or **en·am'el·ler** *n.*

en·am·or (en am'ər, in-) *vt.* [ult. < L *in-*, in + *amor*, love] to fill with love; charm: now mainly in the passive voice, with *of* /*enamored* of her/

en bloc (en bläk') [Fr, lit., in a block] in a mass; all together

en bro·chette (än brō shet') [Fr] broiled on small skewers

en·camp (en kamp', in-) *vi., vt.* to set up, or put in, a camp —**en·camp'ment** *n.*

en·cap·su·late (en kap'sə lāt') *vt.* -lat'ed, -lat'ing 1 to enclose in a capsule 2 to make concise; condense Also **en·cap'sule** (-səl, -syool'), -suled, -sul·ing —**en·cap'su·la'tion** *n.*

en·case (en kās', in-) *vt.* -cased', -cas'ing to enclose, as in a case

en cas·se·role (en kas'ə rōl') [Fr] (baked and served) in a casserole

-ence (əns, 'ns) [< L] *suffix* act, state, or result /*conference*/

en·ceph·a·li·tis (en sef'ə lit'is) *n.* [< Gr *en-*, in + *kephalē*, the head + -ITIS] inflammation of the brain

en·chain (en chān') *vt.* to bind with chains; fetter

en·chant (en chant', in-) *vt.* [< L *in-*, intens. + *cantare*, sing] 1 to cast a spell over 2 to charm greatly; delight —**en·chant'er** *n.* —**en·chant'ing** *adj.* —**en·chant'ment** *n.*

en·chi·la·da (en'chi lä'də) *n.* [AmSp] a tortilla rolled with meat inside, served with a chili-flavored sauce

en·cir·cle (en sur'kəl, in-) *vt.* -cled, -cling 1 to surround 2 to move in a circle around

en·clave (en'klāv', än'-) *n.* [< L *in*, in + *clavis*, a key] a territory surrounded by another country's territory

en·close (en klōz', in-) *vt.* -closed', -clos'ing 1 to shut in all around; surround 2 to insert in an envelope, etc., often along with a letter, etc.

en·clo'sure (-klō'zhər, in-) *n.* 1 an enclosing or being enclosed 2 something that encloses 3 something enclosed, as in an envelope or by a wall

en·code (en kōd', in-) *vt.* -cod'ed, -cod'ing to put (a message, etc.) into code

en·co·mi·um (en kō'mē əm) *n., pl.* -ums or -a (-ə) [< Gr *en-*, in + *kōmos*, a revel] high praise; eulogy

en·com·pass (en kum'pəs, in-) *vt.* 1 to surround 2 to contain; include

en·core (äŋ'kôr') *interj.* [Fr] again; once